

CAREER OPPORTUNITY

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA**

POSITION:

Case Administrator - Announcement P-03-02

LOCATION:

Pensacola, FL

SALARY and ADVANCEMENT RANGE:

CL 25 (salary range \$31,149 - \$50,617)

CLOSING DATE: Resume must be **received** by Friday, **May 16, 2003** (no faxes accepted).

Position Overview:

The position is located in the Clerk's Office of the United States Bankruptcy Court. Duties may include, but are not limited to: opens cases, reviews documents to ascertain time frames and set hearing dates; scans documents, docket pleadings, maintains official court docket, manages cases to ensure timely progression.

Mandatory Requirements:

High school graduation or equivalent required, two years general clerical experience, plus two years specialized experience as a Case Administrator with a United States Bankruptcy Court. The incumbent will be proficient in bankruptcy court procedures, will have good computer skills, be multi-task oriented, and have excellent communication and interpersonal skills.

Court Preferred Skills: Case Administrator experience with the NIBS docketing system and with CM/ECF is preferred.

Benefits:

Employees of the U. S. Bankruptcy Court are excepted appointments and are not included in the government's competitive service classification system. Positions are classified and graded by the Court Personnel System.

Employees of the U. S. Bankruptcy Court are entitled to benefits including retirement, health and life insurance, paid holidays, leave program and periodic salary increases. This position is subject to mandatory electronic direct deposit of salary payment. Only the most qualified applicants will be interviewed, and only those interviewed will be contacted. A background records check will be conducted on the successful applicant. No interview or relocation expenses will be paid.

Where to Apply:

Interested applicants should submit their resume to:

Personnel P-03-02
U. S. Bankruptcy Court
P. O. Box 1199
Tallahassee, FL 32302

For additional information on the U. S. Bankruptcy Court, visit our web site at www.flnb.uscourts.gov.

NO PHONE CALLS PLEASE

U. S. Citizenship Required

** The Court is an Equal Opportunity Employer**